

UNCG Staff Council
March 9, 2006
Virginia Dare Room, Alumni House

Attending: Joella Anderson, Linda Anderson, Lisa Benatti, Jodi Barber, Amy Barrier, Karen Christensen, Pat Combs, Karen Core, Sarah Cottrell, Brenda Hemphill, Robin Kallam, Judy Lillis, Diane Logan, Sherri MacCheyne, Kelly Meris, Kathleen Mooney, Amy Moore, Linda Nolte, Karen Ritter, Cheryl Sarratt, Angela Scott, Trina Smith, Bob Snyder, Maricia Terrell, Paula Terrell, Glenn Vignola, Evan Wade, Setenna Wyatt, Bill Zahn

Ex-Officio attending: Deb Hurley

Absent with notice: Linda Bennett, Jennifer Clark, Erin Fox, Mary Early Gibbs, Kerry Hinshaw, Lee Odom, Cindy Webster

Absent: Reble Benton, Thomas Everett, Scott Walser, John Simmerman

Call to Order

The meeting was called to order by Angela Scott.

Roll Call

The roll was passed. There were 29 members and 1 ex-officio member present.

Minutes of the February 2006 Meeting

The minutes of the February 9 meeting was approved without changes. Bill Zahn made a motion to approve the minutes. Amy Moore seconded the motion.

Office of Waste Reduction and Recycling Presentation

Jennifer Braswell, Environmental Education Coordinator of the Office of Waste Reduction and Recycling, gave a presentation on waste reduction and recycling. Other personnel in the office include Jenny Paige, Sustainability & Recycling Coordinator, Ben Kunka, Operations/Labor Crew Coordinator, and Collection Crew members Joey Wagner, Vince Whitt, and David Morris.

Jennifer is responsible for events, publications, marketing, volunteers, and presentations. Events sponsored by OWRR include “Landfill on the Lawn”, “Green Games” (dorms competing against each other), “Go Organic Day”, “Office Giveaway” (office supplies such as pencils and paper are given away), and “Earth Day” (co-sponsored by UNCG and the City of Greensboro). This year, Earth Day will be held on April 20. Publications include *Installments*, *Conservation Counts*, and informational brochures. Information is also listed on their website at www.uncg.edu/rcy/index.htm

Jennifer reported that last year UNCG produced 2,011 tons of solid waste. 1,371 tons were sent to the landfill and 640 tons were recycled, reused or composted. The current recycling rate is 30%. It costs \$150,500 to dispose of this waste. \$109 per ton to landfill waste and \$60 to recycle it. Recycling saved the University almost \$70,000 last year. Currently there are new University recycling pilot programs at NC A&T, NC Central, and UNCW. Jennifer encouraged Staff Council members to do our part and recycle everyday. An easy way to remember the things that need to be recycled at UNCG is to “mind the **GAPPS**”: **G** – Glass, **A** – Aluminum, **P** – Paper, **P** – Plastic & **S** – Steel.

Jennifer explained the differences between Office Paper Bins and Commingled Bins. Office Paper Bins are for recycling paper (white and pastel), envelopes, letterhead, copies/print-outs, stamps, envelopes with windows, manila envelopes and Post-It-Notes (pastel only). Commingled Bins are for recycling glass (green, brown, and clear), aluminum (soda cans), paper (magazines, newspaper, soft-back books), cardboard, plastic (#1 & #2 bottles) and steel (tin cans and aerosol cans).

There are four different containers for recycling trash on campus:

1. **Slim Jim.** This handy container can fit in almost any office (even the most crowded!), is skinny enough to fit up against a wall in crowded hallways, and has full-color stickers that illustrate how to recycle on campus (and how to avoid common mistakes). If you need a Slim Jim in your office, give OWRR a call at 334-5192.
2. **Blue desk-side office paper bins.** Everyone at the University should have one of these blue bins at your desk. All of the paper placed in office paper desk-side bins is sold to Paper Stock Dealers, Inc. in Greensboro, and then shipped around the east coast and remanufactured back into recycled paper. (Separating office paper from the rest of recyclables is a key component to the program at OWRR, because it helps cover the cost of recycling other things, like batteries and CDs.)
3. **Roll-Carts.** These carts contain commingled and office paper and are emptied on Tuesdays and Thursdays, or when a department calls in.
4. **Sidewalk Recycling Cans and Trash Cans.** The OWRR is working to make all of the recycling containers uniform.

Other items that can be recycled at UNCG are: CDs, batteries, transparencies, cell phones, floppy disk, toners, and e-waste. Call the campus mail service to pick up small quantities. The OWRR will pick up large loads.

Between 2003-04 & 2004-05, recycling tonnage increased by 62 tons. Trash increased by 22.42 tons, and total waste increased by 84 tons.

Myths and misconceptions of campus recycling:

1. Housekeeping does not recycle
2. All #1 & #2 plastic bottles can be recycled
3. Pizza boxes can be recycled
4. Disposable cups, plates, and microwave trays can be recycled
5. Packing materials & styrofoam can be recycled.

Beyond recycling & waste reduction, UNCG has sustainable programs in **energy, water, transportation and alternative fuels**. Last year, UNCG used approximately 156,000,000 kwh of energy at a cost of nearly \$5 million. Despite increasing enrollment, UNCG's energy use only increased 9% from 1999-2004. Ways to conserve energy on campus:

- set your computer to go to sleep mode after five minutes of inactivity
- turn off the lights
- turn off all other electrical equipment when not in use.

Also last year, UNCG used approximately 330 million gallons of water at a cost of almost

\$547,000. Total water use has decreased by 45% since 1999. To conserve water, UNCG uses limited irrigation, low-flow toilets, automatic shut-off faucets, water-saving dishwashers in the Caf, and recycles steam.

The transportation program currently includes the UNCG Carpool Club, Park & Ride, and the recently implemented Spartan Chariot. The Department of Transportation and the Greensboro Transit Authority will be partnering to form **HEAT- Higher Education Access Transit**. Starting this fall, the transit system will connect UNCG, A & T, and Guilford College and will transport students to area sites such as Friendly Shopping Center.

UNCG uses the alternative fuels biodiesel and gasohol. Biodiesel is a mixture of diesel fuel and vegetable oil, usually derived from corn or soybeans. Biodiesel can contain 20, 50, or 100% vegetable oil. UNCG uses B20 (20% biodiesel & 80% diesel). Gasohol is a mixture of 10% corn ethanol and 90% gasoline.

Overview of UNCG's recycling efforts

1. UNCG recycles over 30 different types of material
2. Alternative fuels
3. Deconstruction
4. Compost Program
5. CA Team & Conservation Network
6. E-waste recycling
7. Re-use programs: Cram & Scram, and Office Giveaway
8. Transportation Master Plan

In conclusion, Jennifer encouraged staff to purchase recycled products at Staples. Staples offers a good selection of recycled products. On the Staples website, search for "recycled products".

Chair Update- Angela Scott presented a PowerPoint presentation of the Team Quest activities at Piney Lake and a history of Staff Council events during the year.

Angela is working to obtain a Federal Work Study student next year for Staff Council. The student would assist the Chair next year and also help the different committees of Staff Council.

Angela Scott spoke about the plans for a voter registration drive, sponsored by the 16 UNC System staff organizations. We will get voter registration forms from Guilford County and some of the surrounding counties to encourage employees to go to the polls for the upcoming election.

Angela also reminded Staff Council members about the Heart Walk that will take place on June 10 at Country Park, and stated that her family had directly benefited from research funded by the American Heart Association as her husband is the recent recipient of a heart transplant. If you would like to participate and have not signed up, Erin Fox is the leader for the Staff Council Heart Walk Team. (Phone: 334-5708; email: ekfox@uncg.edu.)

Angela also reported that she had made arrangements with Corporal Rose Smith-Marsh in the UNCG Public Safety and Police Department to hold a mini Rape Aggression Defense (RAD) training class for interested Staff Council members on Tuesday, April 25 from 1:30 – 4:30 pm in the Human Resource Services Training Room, 1100 West Market Street. RAD is a program

of realistic self-defense tactics and techniques designed to teach women awareness, prevention, risk reduction, and avoidance, as well as the basics of hands-on defense training. To reserve a place call Angie Scott at 4-5668 or Karen Core at 4-4512.

The annual Statewide Staff Council meeting will be held at North Carolina Central University, in Durham on March 16-17. Angie Scott, Pat Combs, Cheryl Sarratt, and Karen Core will attend. The group will vote on a proposed resolution asking UNC-System President Erskine Bowles to formally recognize the establishment of a system-wide staff organization, comparable to the Faculty Assembly and student government organization.

Finally, Angela encouraged all employees to support the Campus Campaign.

Faculty Senate Report- Cheryl Sarratt

Highlights of the meeting included:

- Remarks from Chair Gary Rosenkrantz regarding a proposal being reviewed to divide the Department of Mathematical Sciences into two departments: Mathematics & Statistics and Computer Science, and a proposal from the College of Arts and Sciences Curriculum Committee to study the approval process for undergraduate courses at other campuses. UNCG's process is considered by some to be too cumbersome.
- Announcement by Alan Boyette, Senior Associate Provost, that UNCG and NC A&T are moving up in the Carnegie Foundation for the Advancement of Teaching's Institutional Classification system. UNCG and A&T will now be considered "high research activity" research universities.
- Report from John Neufeld, Chair of the Academic Computing Committee. Dr. Neufeld raised the issue of limitations imposed on students and faculty by the University's current email policies which do not allow students or faculty to use alternate email addresses with our Lotus notes system. Discussion followed regarding the pros and cons of allowing alternate email addresses and the group may address the issue again in the future.
- Resolution to modify membership of Intercollegiate Athletics Committee to include the Associate Director of Athletics for Student Welfare
- Student First Campaign report by Ginger Karb and Michelle Schneider: Approximately 70% of campus departments have received pledge packets
- Faculty Assembly Meeting Report by Nancy Fogarty: Erskine Bowles met with the Executive Committee of the Faculty Assembly prior to the February meeting and requested that he meet with them more frequently than four times a year. Bowles was then the featured speaker for the full Faculty Assembly. He praised UNC faculty as the System's "greatest asset". He expressed concern about the low numbers of teachers graduating from NC universities, the issues of access and affordability of our UNC System schools, unacceptably low retention rates, and the need to train more graduates for work in our state's current job market.

Nancy Fogarty also reported on a recently passed Faculty Assembly resolution requesting that President Bowles "use all available resources to respond proactively to

potentially damaging initiatives” being discussed by the U.S. Commission on the Future of Higher Education. Of particular concern is a proposal to require national standardized testing at the university level.

Finally, Fogarty shared an initiative to repeal NC G.S. 95-98 prohibiting collective bargaining by state employees. She expressed some personal concern that this resolution came from a single faculty member, not from a committee of the Faculty Assembly, and that the timing of its introduction seems inappropriate, given the fact that Erskine Bowles has just assumed office. The UNCG Faculty Senate will discuss this proposed resolution at the April meeting.

Committee Updates

Employee Enrichment – Brenda Hemphill/Amy Moore

Brenda Hemphill reported on the Rosita Perez video. The video was viewed on February 24, in the New Music Building Auditorium at 2:00 pm. An estimated 20 people attended the video. Angie Scott gave away autographed copies of her book “The Music is You”. The video was well received. Brenda thanked Jodi Barber for operating the equipment.

Brenda also reported the committee had met with Michelle Schneider to discuss the Employee Enrichment Fund that was set up through the Capital Campaign. The fund will help to bring in speakers to campus and hold workshops for staff.

Finance – Karen Core

There is \$638.76 in the State account and \$1,037.07 in the Discretionary account.

Nominations/Elections Committee – Deb Hurley/Mike Byers

Pat Combs stated that the committee will be meeting today at 3:00 to review nominations and create ballots. The committee will meet again on March 13 in the UNCG Caf to prepare ballots for mailing out the week of March 13th.

Outreach – Pat Combs/Lee Odom

Pat Combs reported, as of this date, there have not been any nominations for Staff Stars. The committee is considering running the article in the Campus Weekly again.

Staff Excellence Award nominations are still being accepted. The deadline for nominations is March 10 but has been extended until March 18th for employees who used the website to obtain the form. The later deadline had been listed incorrectly on the website. Lee Odom and Karen Core will organize the luncheon given to honor all nominees.

Staff Council members who have missed more than 3 meetings will be called by the Outreach Committee. The sign-up sheet and the name tags will remain on the table as we enter the Virginia Dare Room to ensure all members sign in.

Public Relations – Cheryl Sarratt

Cheryl reported the PR Committee had developed flyers for the Rosita Perez video presentation.

Information Sharing - Highlighting Staff Council Members:

Setenna Wyatt has been employed at UNCG for almost 24 years, in the Cashier's Office, a division of Accounting Services. The office has four sections: Cashiers (Tellers), Student Accounts, Perkins Student Loan Collections, and Accounting, and Reconciliation. Setenna is the Supervisor of Student Accounts and is responsible for all hiring and training for the area.

Student Accounts handles anything that occurs financially for a student including payment of tuition, fees, parking permits, tickets, medical charges, and library charges. Setenna works with students and parents to provide payment alternatives and financial advice and performs research to determine if options exist so students can be confirmed for enrollment. Student Accounts processes all student refund checks. History was made this term when 6,061 student refund checks were processed in the first run in a joint effort between the Financial Aid office, Accounts Payable and Cashier's. Student Accounts also works to collect unpaid debts through Debt Set Off in Raleigh which collects taxes for debts owed to UNCG, the Attorney General's Office, and several collections agencies.

Setenna serves on the University Cancellation Committee, is a voting member of the University Refund Appeals Committee and will take over as Chair on July 1. She serves on the Staff Advocates for Students Committee and represents the Cashier's Office at SOAR orientation sessions.

Amy Barrier is the Assistant Director for Operations in the Financial Aid Office which will soon have a staff of 19 professional employees led by Director Deborah "Tolly" Tollefson. Amy's fellow Staff Council member, Bill Zahn, is the Associate Director for Compliance and Amy's boss, Bruce Cabiness, is Associate Director for Operations. Six assistant directors are responsible for various program areas in the Financial Aid Office.

Amy's responsibilities in Operations include the Satisfactory Academic Progress Program, managing the Federal Work-Study Program on campus along with the Student Employment Office, the NOLIJ imaging project in the office, and supervising all federal work-study employees, one departmental student, and one graduate assistant. Amy is a member of the state financial aid organization, the North Carolina Association of Student Financial Aid Administrators and serves on its Executive Board and Conference Committee. Amy has been responsible for technology and A/V for all conferences, since 2001. She is also currently involved, along with Tolly, in the planning phase of the Mid-Level Workshop of the Southern Association which will be held in June. Through their conferences, they have been involved in many charities such as the Ronald McDonald House of Durham and the Victory Junction Gang Camp. Currently, Amy remains a volunteer for both organizations.

Cheryl Sarratt has worked at UNCG since 1990 in a variety of positions. Currently, she is a social research assistant for the Family Research Center, a part of the Department of Human Development and Family Studies. Most of her responsibilities involve library research, proofing and editing, working on grant proposals, and generating and processing data collection materials. About 20% of her time is devoted to providing administrative support to the Human Development and Family Studies Department for its Birth-Kindergarten Licensure Program.

Other Business

Pat Combs gave an update on the Scrabble Challenge, a fund-raising event for Greensboro's adult literacy program, Reading Connections. This year's Scrabble Challenge will be held on

April 6th at the Carolina Theatre in downtown Greensboro. The evening will include dinner and tournament play for Scrabble enthusiasts and spectators as well as a raffle drawing for exciting prizes including a one karat diamond necklace and a Friendly Center Extravaganza which includes gift certificates for shopping, dining, and a night's stay at the O. Henry Hotel. The cost for entering the event is \$35 per person. When submitting the registration form, include the partner you wish to play with and state you wish to play at the UNCG table. The top 3 people will take place in a play-off to determine the winner.

Adjournment

The meeting was adjourned at 11:30 am.

Respectfully submitted by Karen Core.

Next meeting: Thursday, April 13 at 10:00 in the Virginia Dare Room.